

*joining up
journeys*

SPT

partnership minute

Strathclyde Partnership for Transport

Minute of meeting

19 August 2011

held in Consort House, Glasgow

contact officers:

Valerie A Bowen phone: 0141 333 3130
Kirsten Clubb phone: 0141 333 3576

Minute of the meeting of the Strathclyde Partnership for Transport held in Consort House, Glasgow, on 19 August 2011

Present:	Argyll and Bute	Duncan MacIntyre
	East Dunbartonshire	Jim Gibbons (substitute)
	East Ayrshire	Robert McDill
	East Renfrewshire	Eddie Phillips
	Glasgow	Gilbert Davidson
	Glasgow	Jonathan Findlay (Chair)
	Glasgow	Archie Graham
	Glasgow	Jim McNally
	Inverclyde	David Wilson
	North Ayrshire	John Reid
	North Lanarkshire	Harry Curran
	North Lanarkshire	Kaye Harmon
	North Lanarkshire	David Fagan
	Renfrewshire	Bill Perrie
	South Ayrshire	Bill Grant
	South Lanarkshire	Ian Gray
	South Lanarkshire	Denis McKenna
	South Lanarkshire	Chris Thompson
	West Dunbartonshire	William Hendrie
	Appointed Member	Tom Hart
	Appointed Member	Alan Malcolm
	Appointed Member	Niall McGrogan
	Appointed Member	Gavin Scott

Attending: Valerie Davidson, Assistant Chief Executive (Business Support)/Secretary; Valerie A Bowen, Senior Clerk; Gordon MacLennan, Chief Executive; Eric Stewart, Assistant Chief Executive (Operations); Neil Wylie, Director of Finance & HR; Charlie Hoskins, Director of Projects and Terry Lynch, Senior Legal Advisor.

Also Attending: Councillor Charlie Gilbert, East Renfrewshire Council and Councillor Al Reay, Argyll and Bute Council.

1. Chair's Remarks

Before the commencement of the meeting, the Chair

- (1) informed members that he had been advised that one of the Partnership's Appointed Members, John Boyle, had been involved in a serious motorcycle accident. He advised members that he would pass on the Partnership's regards and warmest wishes to him for a speedy recovery; and
- (2) welcomed Councillor Ian Gray to the meeting, following his recent illness.

Thereon, considerable discussion took place on a press article, that morning, a copy of which had been tabled at the meeting, reporting that SPT faced the prospect of being abolished as

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part of a review of public sector agencies. Various members commended the work of SPT, expressed their concern that this type of article was unhelpful for staff morale and if such a review was to take place, that Scotland's politicians should engage openly and honestly on the future of RTPs in Scotland and how integrated regional transport services would be delivered. The Chair advised members that SPT would continue to press ahead with greatly improved customer service, reduced costs and on the delivery of key strategic projects to enhance transport provision for its customers across Strathclyde.

2. Apologies

Apologies were submitted from Councillors Moir and Roberts and Appointed Members John Boyle and Ronnie Mellis.

3. Declaration of interest

Councillor Harry Curran declared an interest in respect of agenda 12 (paragraph 14 of the minute) as he was a member of the Glasgow and Clyde Valley Strategic Development Planning Authority.

4. Minute of previous meeting

The minute of the meeting of 10 June 2011 was submitted and approved as a correct record.

5. Committee minutes

The minutes (issued) of the undernoted committees were noted:-

- (1) Personnel Appeals Sub-Committees of 17, 20 and 27 June and 1 August 2011;
- (2) Audit and Standards Committee of 10 June 2011;
- (3) Operations Committee of 24 June 2011; and
- (4) Strategy and Programmes Committee of 24 June 2011.

6. Membership update

Mrs Davidson informed members of the following changes to the Partnership's membership:-

Member	Council
Gilbert Davidson (to replace Tommy Morrison)	Glasgow
Bill Perrie (to replace Marie McGurk)	Renfrewshire

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It was agreed that Councillors Davidson and Perrie be appointed to the committees on which their predecessors served.

7. Substitute representation on outside body: Glasgow International Airport Consultative Committee

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With reference to the minute of 11 February 2011 (page 3, paragraph 6) when the Partnership had agreed inter alia, that the Chair represent SPT on the Glasgow International Airport Consultative Committee (GIACC) with Councillor Marie McGurk as substitute, there was submitted a report (issued) of 1 August 2011 by the Assistant Chief Executive (Business Support) seeking the Partnership's views on appropriate substitute representation on GIACC, following the recent appointment of Councillor Bill Perrie to replace Councillor McGurk on the Partnership.

After discussion, Councillor McNally, seconded by Councillor Thompson, moved that the Vice Chairs should be nominated as substitutes for the Chair on the GIACC.

Councillor McDill, seconded by Councillor Gray, moved as an amendment that Councillor Bill Perrie should be nominated as the substitute for the Chair on the GIACC.

On a vote taken by a show of hands, 6 members voted for the amendment and 13 members voted in favour of the motion, which was declared to be carried.

8. Chief Executive and Assistant Chief Executives

At this point in the proceedings, Messrs Maclennan and Stewart and Mrs Davidson were requested to leave the meeting during the Partnership's discussion of the next item of business.

9. Position of Chief Executive and senior management

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With reference to the minute of

- (1) the Recruitment Committee of 4 February 2011 (page 1, paragraph 1) when that committee had approved a job profile and person specification for the Chief Executive in the event of the Partnership agreeing to advertise the post; and
- (2) the Partnership of 11 February 2011 (page 2, paragraph 4) when the Partnership had agreed
 - (a) to continue the existing interim arrangements which were in place for the posts of Chief Executive and both Assistant Chief Executives for a period of 6 months; and
 - (b) that the Director of Bus Operations post be filled on an interim basis,

there was submitted a report (issued) of 11 August 2011 by the Chair

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- (i) informing members
 - (A) that during the 16 month period of the interim arrangements, SPT management had undertaken major reviews of its departmental structures which, as well as creating essential and significant financial savings, had increased the efficiency and thereby the effectiveness of the organisation; and
 - (B) that this had been undertaken at a time when SPT faced major challenges both in relation to the continuing pressures in public expenditure and the delivery of major projects of local, regional and national importance;
- (ii) advising members
 - (A) that over the period of his appointment, the Interim Chief Executive had delivered much needed organisational reform, provided a clear strategic vision and ably demonstrated that he met the requirements of the job profile and person specification; and
 - (B) that similarly, the interim Assistant Chief Executive (Operations) had made considerable improvements in bus and subway operations with many more projects such as the shared services agenda, subway modernisation and integrated ticketing being implemented and delivered under his direction and leadership;
- (iii) explaining
 - (A) that the management changes instituted had brought dynamism and stability to the organisation; and
 - (B) that it was considered in the best interest of SPT that this continued with the confirmation of these two appointments on a permanent basis;
- (iv) intimating that, in his view, alternative options of either advertising these posts or further extending the interim arrangements would be counter productive and would reintroduce a considerable period of uncertainty and instability to the organisation; and
- (v) recommending
 - (A) that the current holders of the posts of Chief Executive and Assistant Chief Executive (Operations) be made permanent in these post which would allow the organisation to concentrate fully and immediately on the many strategic transport challenges which it was facing;
 - (B) that, in addition, the Assistant Chief Executive (Business Support) who currently held the position also of Depute Chief Executive on an interim basis be confirmed as such on a permanent basis; and
 - (C) that the post of Director of Bus Operations be filled on a permanent basis.

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After considerable discussion and having heard the Chair in further explanation and Messrs Lynch and Wylie in answer to members' questions, Councillor Wilson, seconded by Councillor MacIntyre, moved approval of the recommendations in the report.

Councillor Perrie, seconded by Councillor McDill, moved as an amendment that, in the meantime, the interim arrangements should continue and that the post of Chief Executive be advertised.

On a vote taken by a show of hands, 2 members voted for the amendment, 16 members voted in favour of the motion, and one member abstained. The motion was accordingly declared to be carried.

Thereon, Messrs MacLennan and Stewart and Mrs Davidson were re-admitted to the meeting. They each conveyed their thanks to the Partnership and advised members that they looked forward to moving the organisation forward, whilst keeping the focus on delivery of vital transport solutions and the fulfilment of Government pledges such as concessionary travel, Subway modernisation, Fastlink, Park & Ride, Smartcard ticketing and plans for the Commonwealth Games in 2014.

10. Scottish Information Commissioner Assessment

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With reference to the minute of 10 December 2010 (page 9, paragraph 6) when the Partnership had noted that the Scottish Information Commissioner (SIC) would carry out an assessment of SPT's freedom of information practice in March 2011 which would comprise a review of SPT's freedom of information documentation, an on site inspection and the production of a report which would be published on the SIC website, there was submitted and noted a report (issued) of 20 July 2011 by the Assistant Chief Executive (Business Support)

- (1) providing details on the outcome of the recent assessment of SPT by the SIC;
- (2) appending the SIC's final report which highlighted that SPT complied fully with freedom of information legislation and in many aspects had been commended for delivering best practice; and
- (3) explaining that although a small number of recommendations had been made by the SCI, these had now been implemented or were in the progress of implementation, including a costing exercise of compliance.

11. Update on programme to deliver Subway replacement ticketing system and Integrated ticketing and payments smart media system

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With reference to the minutes of

- (1) 10 August 2010 (page 6, paragraph 11) when the Partnership had approved the letting of a contract for a new ticketing system for the Subway to Scheidt and Bachmann which included the supply of automatic ticket machines, gates and supporting software system and was one of the first steps in the delivery of Subway modernisation, contributing to an overall reduction in operating costs and an increase in revenue opportunities;

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- (2) 15 April 2011 (page 3, paragraph 6) when the Partnership had approved the formulation of a joint venture company (referred to as NewCo for the remainder of the minute) between SPT and Ecebs Ltd to provide a cost effective smartcard ticketing and payment service,

there was submitted and approved a report (issued) of 10 August 2011 by the Assistant Chief Executive (Operations)

- (a) providing detail on the achievements to date with the new Subway ticketing system, which was now well established with all governance matters in hand, including management of the interfaces with the overall Subway Modernisation programme;
- (b) explaining
- (i) that legal formalities had now been concluded which permitted the establishment of NewCo, the signing of the Shareholder Agreement and the injection of funding by share capital; and
- (ii) that the structure of the Board of Directors for the NewCo entity had been subject to extensive deliberation with SPT's and Eceb's legal teams and terms had now been accepted which ensured good governance and reporting;

- (c) recommending that the Partnership agree to the following structure for the NewCo Board:-

SPT's Board representation

Jonathan Findlay, Chair
David Fagan, Vice Chair
Gordon Maclennan, Chief Executive
Eric Stewart, Assistant Chief Executive (Operations)

Eceb's Board representation:-

Five nominees

- (d) explaining
- (i) that although board meetings were required at least once per annum, it was anticipated that they would occur more frequently; and
- (ii) that the NewCo management team, comprising of senior representatives from Ecebs and SPT, would meet monthly which would ensure that progress was to plan and project control was operating effectively and being reported timeously to the NewCo Board and to the Partnership;
- (e) informing members

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- (i) that positive media coverage had already been achieved for SPT and Ecebs' plans and achievements to date, with public interest clearly growing; and
 - (ii) that the target was to conclude the formation of NewCo by the fourth quarter of 2011; and
- (f) outlining the following milestones planned for delivery by the end of the financial year:-
- purchase of the required hardware and software;
 - creation of the NewCo website;
 - Integration of the NewCo software products with the Scheidt and Bachmann Subway system and that of the lead bus electronic ticket machine supplier;
 - Design of Zonocard automation; and
 - Stage 1 of settlement and reporting system.

12. Hamilton Bus Station and Interchange re-development – delivery of main construction phase

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With reference to the minute of 26 February 2010 (page 6, paragraph 13) when the Partnership had

- (1) considered a report on the progress made and the collaborative approach between SPT and South Lanarkshire Council in taking the Hamilton Bus Station/Interchange project forward;
- (2) agreed to grant fund South Lanarkshire Council to the sum of £1,015,000 for phase 1 of the enabling works in 2010/2011, with the remainder of the budget being utilised for undertaking detailed design, planning application and procurement of the main works; and
- (3) noted that a further £3.5m would be required for the main phase of the construction together with project management costs,

there was submitted a report (issued) of 2 August 2011 by the Assistant Chief Executive (Operations)

- (a) informing members that the Hamilton Bus Station/Interchange project operational layout and specification had now been developed to a point that, on the award of the construction contract, it could be delivered over the 2011/2012 and 2012/2013 financial years;
- (b) providing members with detailed information on the delivery of the main construction phase for the project, including selection of the preferred contractor, a base line programme for phase 2 of the works, completion of the land transfer and development agreement in principle and the implementation of a Statutory Quality Partnership in the Hamilton area which would be progressed in parallel with the works;
- (c) reminding members that, although South Lanarkshire Council had agreed to undertake day to day management of the whole planning, design, procurement and construction

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process which was being funded by SPT through its capital budget, SPT had a core project team in place to oversee the project;

- (d) appending
 - (i) detailed drawings of the agreed layout of the proposed Hamilton Bus Station Interchange which provided a much enhanced bus station with vastly improved customer facilities, whilst continuing to allow integration with adjacent rail services, taxis and linkages to the town centre; and
 - (ii) a tender report compiled by South Lanarkshire Council which provided background information on the nomination of Bowmer & Kirkland Ltd for the construction works of the project at a contract value of £3,020,668,76;
- (e) explaining
 - (i) that separate to the main contract, the SPT Customer Information System (CIS) was being developed and would require a contract with software licensee company Vix Acis who currently managed the SPT bus information display system (BIDS); and
 - (ii) that this contract would be awarded on a single source basis as an extension of the existing BIDS system, in order to avoid incompatibility between the existing system and new installation as well as avoiding disproportionate technical difficulties in the operation and maintenance of the existing system with a potentially completely different system at Hamilton; and
- (f) advising members
 - (i) that although the total project costs for phase 2 remained within the project budget of £4.5m as originally estimated in the capital programme for 2011/2012 to 2013/2014, it was expected that the works would now be completed in the financial year 2012/2013 and therefore funding would only be required for the financial years 2011/2012 and 2012/2013; and
 - (ii) that, in addition, SLC had agreed to contribute £0.5m towards the total project during 2012/2013.

After discussion and having heard various members congratulate the officers for their hard work in progressing the project to this stage and Councillor Fagan commend the former Vice-Chair Councillor David McLachlan for his efforts and enthusiasm over the years in taking the project forward, the Partnership

- (A) approved
 - (I) the grant award of up to £3,821,700 to South Lanarkshire Council for phase 2 of the project which covered the main contractor costs, ancillary works, contingency and project management;
 - (II) the award on a single source basis of up to £300,000 to Vix Acis for CIS works; and

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- (III) the completion of the land transfer and development agreements in terms agreed by the Director Projects and Head of Property in consultation with the Senior Legal Advisor;
- (B) authorised the Assistant Chief Executive (Business Support) to sign a grant funding letter to South Lanarkshire Council; and
- (C) otherwise, noted the terms of the report.

13. Extension of contract for the managed service of SPT data network and telephony

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There was submitted and approved a report of 19 July 2011 by the Assistant Chief Executive (Operations) recommending that the Partnership approve a two year extension to the contract for the maintenance of SPT's data network and telephony equipment with Capita IT Services at a cost of £173,380 for the contract period.

14. SPT response to consultation on the Glasgow and the Clyde Valley Strategic Development Planning Authority Proposed Plan to 2035

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There was submitted a report (issued) of 26 July 2011 by the Assistant Chief Executive (Business Support)

- (1) informing members that SPT had been invited to respond to the current public consultation by the Glasgow and Clyde Valley Strategic Development Planning Authority (GCVSDPA) on the proposed plan and action programme of the new Strategic Development Plan (SDP);
- (2) outlining the initial key themes of the response to the consultation as detailed in the report which would form the basis of a full response by 26 August 2011; and
- (3) explaining that although SPT's response welcomed the inclusion of key aspects of SPT's West of Scotland Conurbation Public Transport Study and the concept of a step change in sustainable transport within the proposed plan, there was a need to clarify and correct references to SPT's role in elements of transport proposals within the action programme.

After discussion, the Partnership

- (a) noted that SPT would continue to provide advice and relevant information to the 12 constituent councils, the National Park and the GCVSDPA on the developing Strategic and Local Development Plans; and
- (b) agreed that a response should be developed and submitted to GCVSDPA, based on the contents of the report.

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15. Attendance at conferences

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There was submitted a report (issued) of 11 August 2011 by the Assistant Chief Executive (Business Support)

- (1) recommending that the Partnership authorise the following member attendance at the undernoted conferences:-

Conference	Date	Proposed Representation
Transport Summit 2011: Connect to compete Glasgow	9 September 2011	Chair
36th Annual CPT Conference, Crieff	12 & 13 September 2011	Vice Chair
Scottish Local Authority Transport: The funding and policy challenges ahead, Edinburgh	6 October 2011	Vice Chair

- (2) informing members that a report on the key issues from each conference would be submitted to a future meeting for information and consideration.

After discussion and having heard Mrs Davidson in answer to members' question, and Mr Stewart advise members that Michael Milne, Head of Integrated Ticketing had been invited to speak on Smart Ticketing at the Transitional Forum for the Seamless Travel Across Atlantic Region Project to be held in Lisbon from 25 – 28 October 2011 at no cost to SPT, the Partnership

- (a) approved the recommendations at (1) above;
- (b) on the request of Councillor Charlie Gilbert, authorised his attendance at the Transport Summit 2011 conference; and
- (c) agreed that future reports on member attendance at conferences should include an indicative cost of the travel costs involved.

16. Register of Tenders

The Partnership noted that the Register of Tenders listing contracts awarded from 1 April 2011 to 30 June 2011 was available for inspection after the meeting.